

WIL O WAY FACILITY RENTAL APPLICATION



Check which facility you wish to rent:

- ☐ **Grant Park**, 207 Lake Dr., South Milwaukee
☐ **Underwood Park**, 10602 Underwood Pkwy., Wauwatosa

Date of Event: _____ Type of Event: _____

Time Needed (Include any set up and clean-up time required) From: _____ To: _____

Name of Group: _____ Estimated # of Participants: _____

Contact Name: _____ Daytime Phone/Cell _____

Address _____ Zip _____ Email Address _____

RULES AND POLICIES

Your occupancy is subject to all local municipal and county ordinances in addition to all rules and regulations governing parks and parkways. Your occupancy can be terminated immediately at the discretion of local law enforcement authorities and/or the Office for Persons with Disabilities if you misrepresent or violate the terms of the application, or when public safety is threatened. Cancellation of occupancy for cause will result in your forfeiture of all fees.

RESERVATIONS/DEPOSIT/DAMAGE RETAINER

Your date is reserved upon receipt of your completed application for facility rental and the **non-refundable** \$50 deposit. Your deposit will be returned if the facility has been reserved by someone else prior to receiving your check. The entire **balance is due 15 days prior** to the event. In addition a **separate check or money order for \$150** should be sent with the balance. The damage retainer will be returned pending satisfactory facility inspection (damages and cleaning) after your event. Should there be damages exceeding \$150, you will be billed. It is strongly advised that you do not print or send out invitations until you have received confirmation of rental.

FOOD & ALCOHOLIC BEVERAGES

Have food prepared before delivery to the facility. Food preparation in the facility is prohibited. There is a refrigerator and oven available to keep food refrigerated or warm. You must bring your own pots, pans, serving dishes, utensils, cleaning products, garbage bags. At the end of your event, all food items & garbage must be taken out of building. Beer & wine are permitted however, if alcoholic beverages are being sold, you are subject to all municipal codes and permits. Check with the appropriate municipality.

PICNIC TABLES

Picnic tables must be returned to their original location if moved. There is a charge of \$12 per table if County staff has to move the tables to their original location.

DECORATIONS

Use decorations that will not cause damage to the facility (you will be assessed additional charges for any damages). Use only fireproof decorations and affix them with removable masking tape. You are responsible to remove all decorations. **Prohibited Materials** include: tacks, nails, confetti-type materials.

SET-UP/ TAKE DOWN/ CLEANUP

Renters are responsible for setting up tables & chairs and returning them to original location. Remove all decorations, tape, clear tables and counters of all perishables. You are expected to clean all surfaces (wipe down tables and spot mop floors) and remove garbage from building. You will be assessed additional fees if this is not done.

TEEN PARTIES/BANDS

You must meet special requirements for teen parties (events where most guests are under 21). Call 414-278-3938 for more information. You must have prior approval for bands to be at your event. Call number above.

(over)

2006 FEE

Rental: Up to 6 Hours There is a 6 hour minimum charge.

\$230 Milwaukee County residents; \$275 non-residents;

\$175 for Disability Related Organizations & Key Card Members (Sept-May)

Number of Additional Hours _____ @ \$55 per hour

Fee Owed

\$ _____

OPTIONAL CHARGES

<u>Kitchen Equipment</u>	<u>Fee</u>	<u>Check Eqpt Requested</u>	
Oven and Stove	included	_____	0
Microwave	included	_____	0
Refrigerator	included	_____	0
Freezer (Underwood only)	included	_____	0
Coffee Pot (100 cups)	\$30	_____	\$ _____
 <u>Hall Equipment</u>			
Event Arch (Grant only)	\$25	_____	\$ _____
Wedding Garlands (white roses, lilies, greens)			
Three Available (\$7 each)	\$7	# _____	\$ _____
Fireplace	\$25	_____	\$ _____
Fireplace Wood	\$25	_____	\$ _____
Pool Table & Cue Sticks (Grant only)	\$25	_____	\$ _____
Speakers and Microphone	included	_____	0
Podium	included	_____	0
35" color TV /VCR (use only)	\$35	_____	0
Movie Screen (8' x 8') Underwood only)	included	_____	\$ _____
Chairs (180 are available)	included	_____	0
Tables			
Banquet (6' & 8' rectangular) included		_____	0
Round (4 -60" diameter) (Grant only)	included	_____	0
Round (4 -48" diameter) (Grant only)	included	_____	0
 <u>Outdoor Equipment</u>			
Picnic Tables (12)	included	_____	0
Waste Containers	included	_____	0
Gas Grill (outdoor use only) (Grant only)	\$30	_____	\$ _____
Wading pool (non-refundable)	\$65 @ hour	_____	\$ _____
(Available weekends: June 21 – Labor Day: 2 hr min)			

PLEASE SIGN* _____**Total amount due\$** _____* **You must be 21 years old to rent facility. Will you have a band at your event?** Yes _____ No _____**Deposit:** A \$50 Non-Refundable Deposit is required to reserve your space. This should be mailed in with this application as soon as possible. The deposit will be credited towards your total rental fee.**Balance Due:** Entire balance is due 15 days prior to the event.**Security & Clean-Up:** A **separate** refundable check for \$150 should be sent with the balance due 15 days prior to the event. If no damage or clean-up charges are assessed, it will be returned in 7 days after event.**Important Note:** *Staying past your contracted time must be deducted from your security deposit. The Park closes at midnight and renters should be prepared to leave the premises. Children need to be supervised during rental events. Renter will be assessed charges for broken equipment or damage to the building.***Capacity:** 180 Seating or 235 for Dances. Crowd limits in the hall will be enforced.**Checks** should be made payable to **Milwaukee County Treasurer.****Mail:** Office for Persons with Disabilities, Facilities Rental, 901 N. 9 th Street, Room 307 B, Milwaukee, WI 53233**Questions:** Call Community Recreation Coordinator at 414-278-3938